ETRAKIT USER GUIDE

INSTRUCTIONS FOR
CONTRACTORS AND DESIGN
PROFESSIONALS

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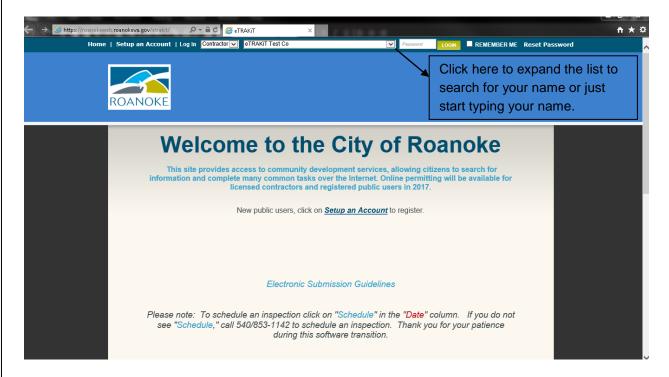
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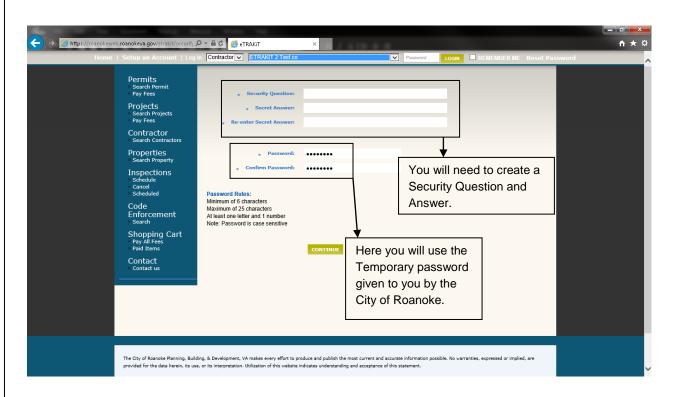
INSTRUCTIONS
ON THE USE OF
THE CITY OF
ROANOKE'S
ETRAKIT
ONLINE
PERMITTING
SYSTEM



GETTING STARTED IN ETRAKIT

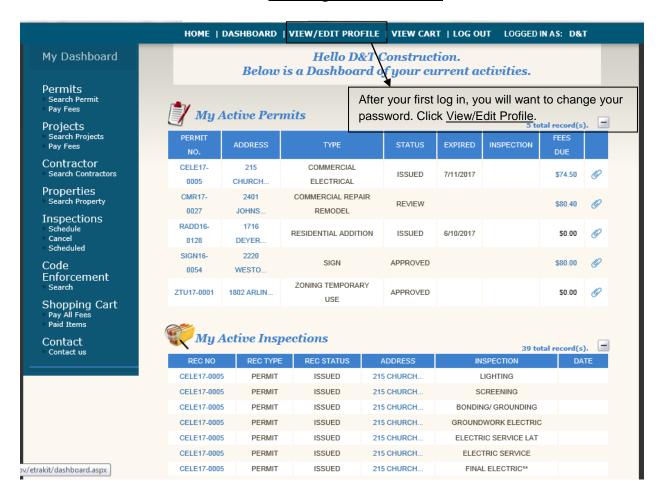
Initial Log In

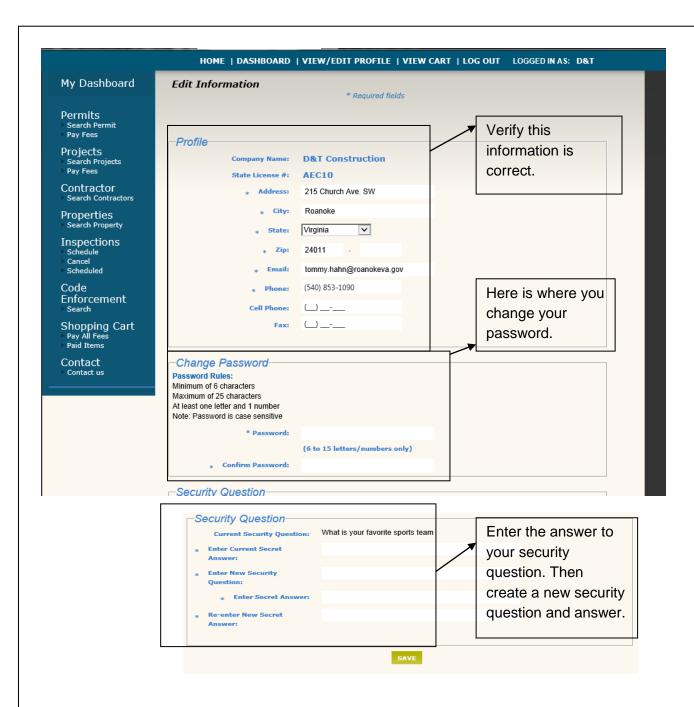




View/Edit Profile

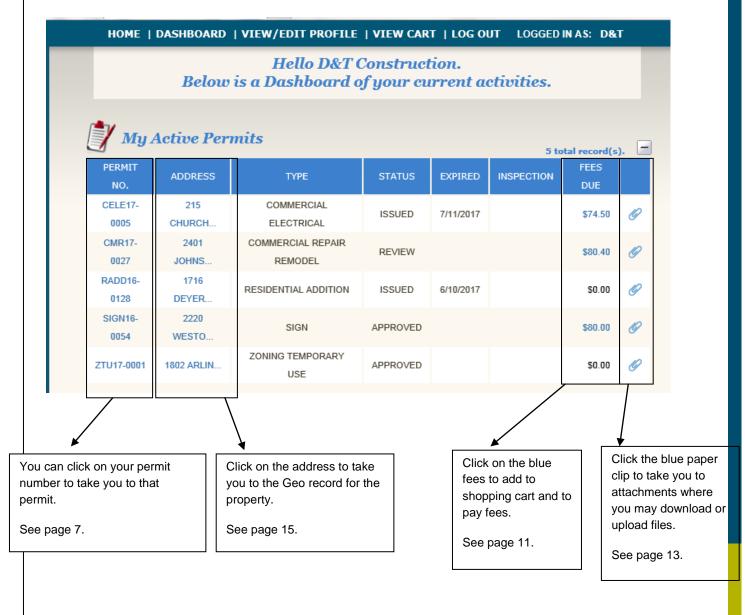
Change Password





Identifying and Navigating the Dashboard

First: My Active Permits

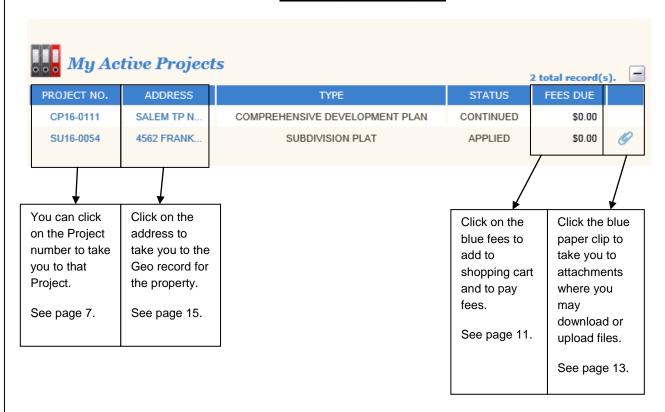


Second: My Active Inspections



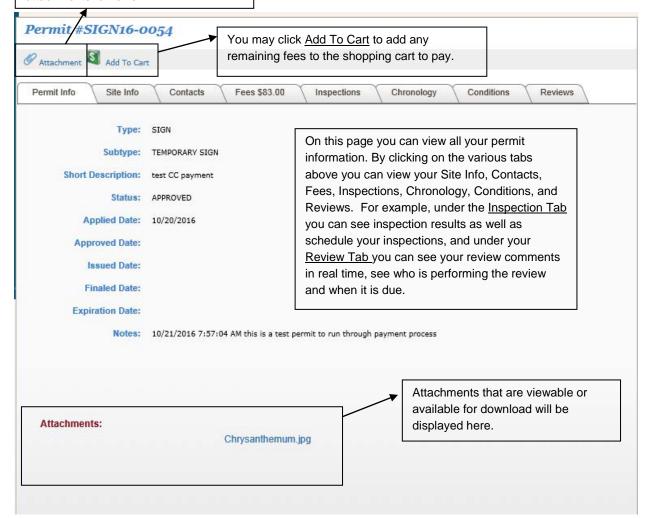
Under the Active Inspections screen you can click the permit number to take you to that permit or the address to take you to the Geo screen for parcel information. From here you may also schedule your inspection by clicking on <u>Schedule</u> next to the inspection you need. If <u>Schedule</u> is not there, please call 540-853-1142.

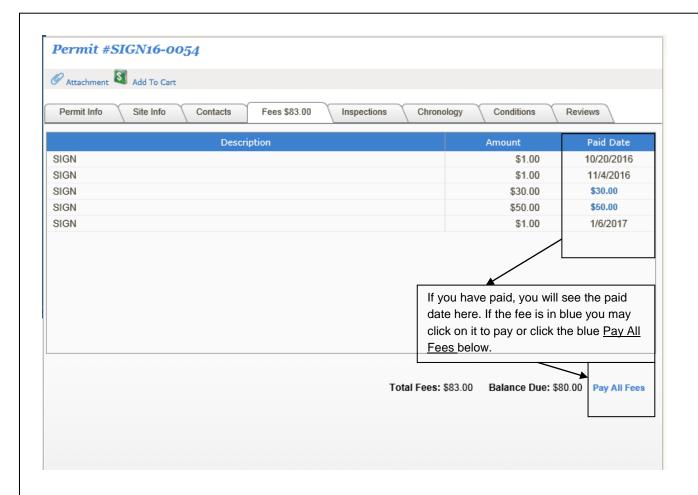
Third: My Active Projects

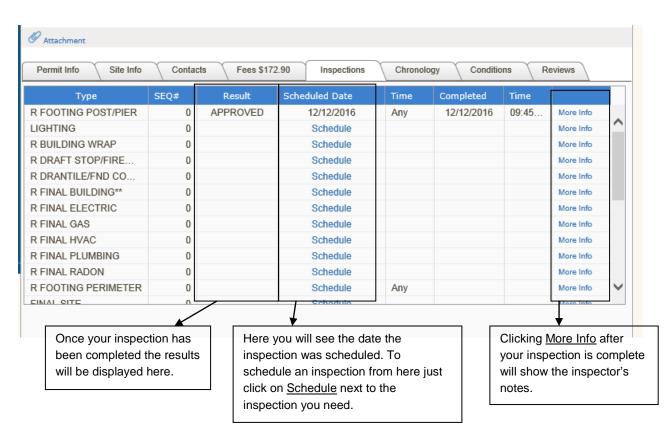


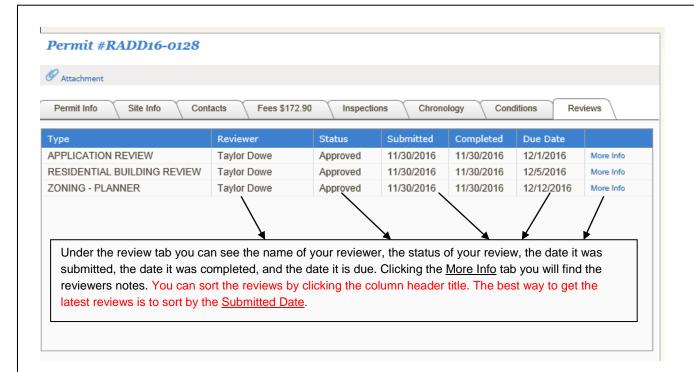
Identify and Navigate the Permit Link

Click the paper clip to access your attachment as well as to upload any attachments for review.

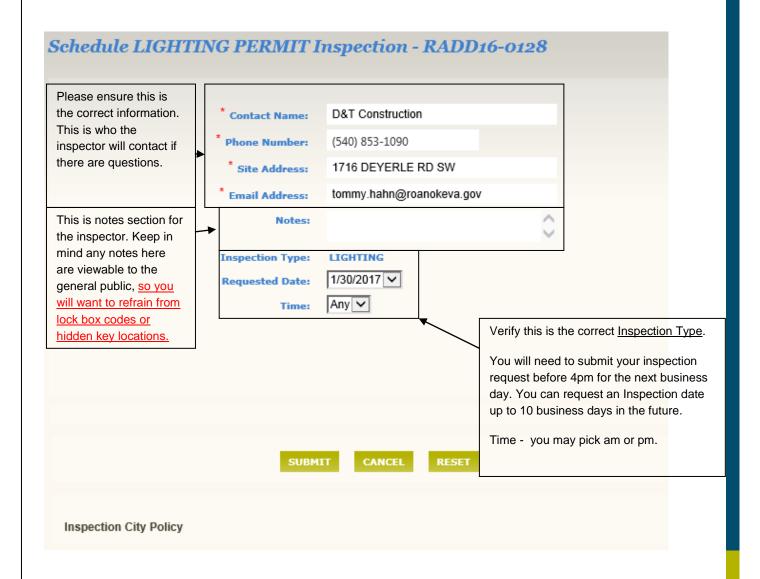








Scheduling an Inspection

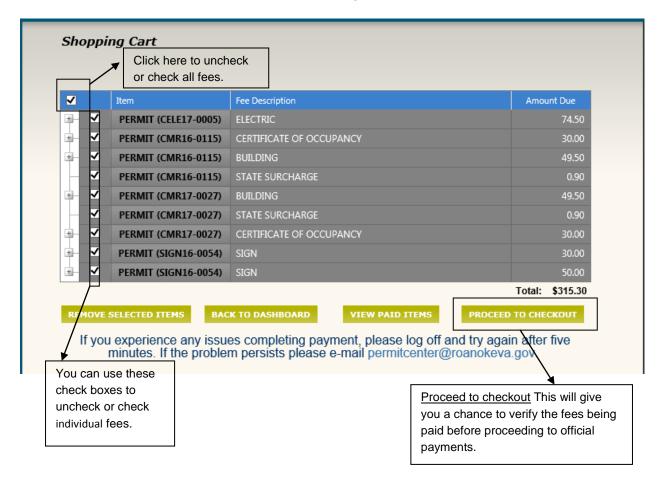


Canceling an Inspection



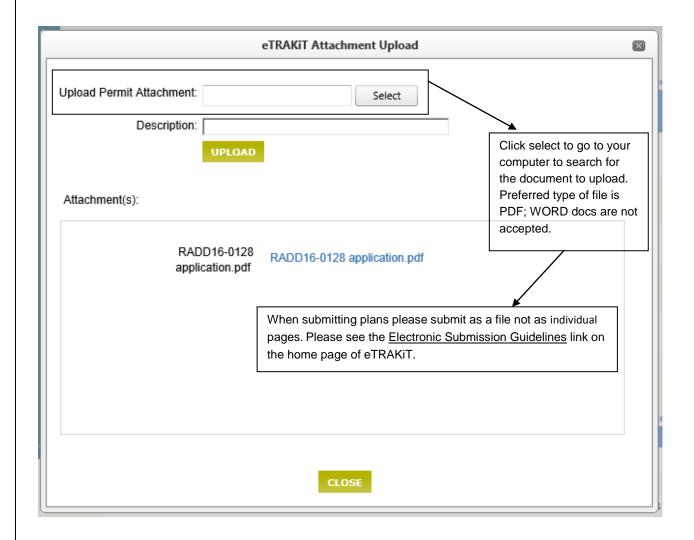
If you need to cancel your inspection, click the x to cancel as late as 6am the day of your inspection. If you cancel after 4:15pm the day before your inspection it is recommended that you call your inspector to let him know.

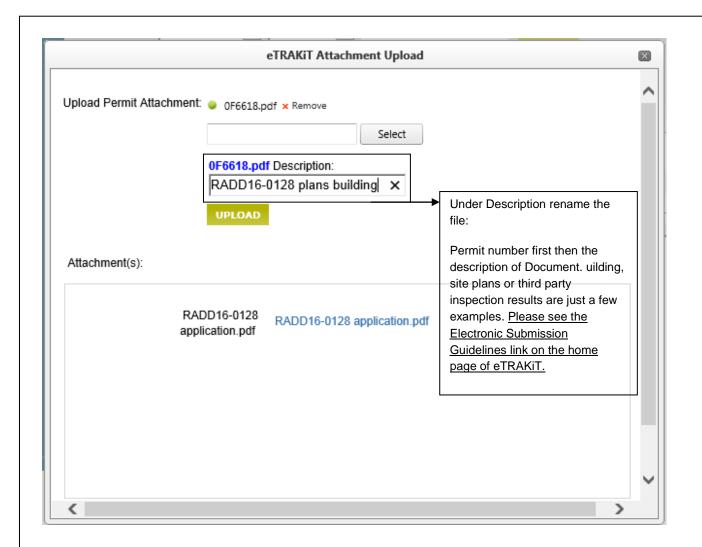
Paying Fees



Checkout Summary **PERMIT** (SIGN16-0054) 2220 WESTOVER AVE SW SIGN TEMPORARY SIGN FEE \$30.00 SIGN **ZONING PERMIT FEE FOR SIGNS** \$50.00 Total Fees: \$80.00 Total: \$80.00 BACK TO SHOPPING CART PROCEED TO PAYMENT This will redirect you from $\underline{\mathsf{eTRAKiT}}$ to Official Payments. You will need to follow the instructions to complete payment. Please print and save a copy of the receipt for your records.

Uploading of Documents





Parcel Link

